

OTE 86-8559

22 JUL 1980



MEMORANDUM FOR: Deputy Director for Administration
FROM: Stanley M. Moskowitz
Director of Training and Education
SUBJECT: Recommendation for Quality Step Increase -

1. Paragraph 5 of this memorandum contains a recommendation for the award of a Quality Step Increase (QSI) to [redacted]

2. [redacted] a contract employee, began her [redacted] career in March 1973, as the Finance Branch Secretary, GS-04. Through hard steady progress she assumed the position of Fiscal Accounting Clerk. At this point in time she had progressed to the grade of GS-06. In March 1977, she accepted the position of Finance Assistant, grade GS-07. Then, in November 1978, she was promoted to GS-08 and finally in May 1980, she received her GS-09 with the position of Budget and Finance Assistant. She currently holds this grade and position in the Finance Branch.

3. During [redacted] employment with [redacted] she has consistently performed in a strong manner as indicated by the overall consistently high letter/numerical rating cited on her Performance Appraisal Reports during her entire career [redacted].

4. [redacted] is recommended for a QSI in order to recognize and reward her sustained work performance which substantially exceeds normal work requirements. During the past 13 plus years she has proven to be a loyal, innovative, responsible employee. As related in her performance report she

SUBJECT: Recommendation for Quality Step Increase -

25X1 [redacted]

has taken the initiative to learn each position within the branch to the point that she can feel very comfortable accepting the responsibility of any position. Of special note has been her extra effort in learning the responsibilities and procedures of the Disbursing Officer, which includes the Credit Union and all its ramifications, so that when the incumbent officer is out sick, on leave, etc., the office continues to operate smoothly without loss of its effectiveness. As you must realize, the Disbursing Officer is the hub of the Finance Branch and must be in proper operation at all times. Through [redacted] efforts we accomplish this without problems. With these facts in mind, I would like to point out that she fills in whenever help is needed at no expense to her own responsibilities. Her professionalism is at peak level at any given time. [redacted] high quality performance has continued for a period of 13 plus years and is expected to continue indefinitely.

25X1 5. It is recommended that a QSI be approved for [redacted] in recognition of her sustained record of excellence. I feel it would be more than justified in that, for the past 13 plus years, she has built a reputation known throughout [redacted] and the Office of Training and Education for her professionalism and dedication. [redacted] is most deserving of this award.

Attachments:

- A - Bio Profile
- B - PARS (2)

APPROVED:

25X1 [redacted]
Deputy Director for Administration

7/28/86
Date

SUBJECT: Recommendation for Quality Step Increase -

25X1

Distribution:

Orig - Addressee, w/atts

1 - DDA/CMS, w/o atts

2 - DDA, w/o atts

2 - D/OTE Chrono, w/o atts

1 - C/PB/OTE, w/atts

2 - OTE Registry, w/o atts (Dummies)

1 - C/PB [redacted] w/atts

1 - Registry [redacted] w/o atts (Dummy)

25X1

25X1

25X1

DA/OTE/C/B&F [redacted] ss (10Jul86)